Your Name

La Paz Community School

500 Metros Sur de la Ferreteria Flamingo

Guanacaste, Costa Rica

Today’s date

Who the letter is addressed to (example: Association of Natural Conservation)

Address to reach the person/organization your letter is addressed to.

Dear … who the letter is addressed to,

Begin intro paragraph…

Body of letter.

I

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Sincerely,

Your name

Your title (8th grade student at La Paz)